

GV 972

.R6

Copy 1

# Handbook *for* Caddies









# Handbook for Caddies

---

Containing useful information for  
Caddies, Players and Caddie Committees.



Compiled and published by  
ARTHUR E. ROBERTS  
organizer<sup>1)</sup> of  
HINSDALE CADDIE ASSOCIATION, 1914  
RAVISLOE CADDIE ASSOCIATION, 1915

GV277  
.P6

Copyright 1915  
ARTHUR E. ROBERTS  
Y. M. C. A. College  
Chicago

Previous Edition  
"HINSDALE CADDIE ASSOCIATION  
HANDBOOK FOR CADDIES."

✓  
JUN -4 1915

©CL A 401220  
ms,

23.15  
The caddie of yesterday—I was he—was fortunate; the caddie of to-day is much more so. Yesterday he had the same wholesome work out-of-doors, he had the kindness and consideration from some club members, and much to be looked back upon with pleasure. He had his chance which he took or left without special solicitation from any one.

To-day, however, instruction in his duties, classified service, general care for his physical, mental and moral well-being are given him.

When I was a caddie I tried to be a good one, and I made myself a few rules for guidance. I found there was a best and a nearly best way and I tried to eliminate the nearly. I also watched myself to see how long I could go without losing a ball, and on the advice of members of the Edgewater Golf Club I did not smoke or drink when a caddie, and I have never done so since. Whether rightly or wrongly I have always attributed whatever success I have had to my abstinence as a boy.

The material in this book if studied by the caddie and followed out when he is caddying will make his service first-class, and caddying well done will help very much towards further success.

A summer vacation spent caddying at a well-regulated golf club will be an excellent thing for any boy. Everyone who has that opportunity should make a personal effort to show how much he appreciates the advantage. The success or failure lies with him.

Chick Evans





**GOLF DEFINITIONS.**

**Par**—Perfect Golf.

**Bogey**—Good Golf.

**Match Play**—Reckoning the score by holes.

**Medal Play**—Reckoning the score by strokes.

**Fore**—"Look Out," "Danger," a warning call.

**Tee**—Something used to hold the ball up off the ground. Usually wet sand.

**Teeing Ground**—Where the ball is teed for a drive.

**Honor**—Side playing first from the teeing ground. The honor is given the one winning the last hole or the last match.

**Holes Up**—The number of holes one side has won more than the other.

**Halved**—Each side holing out in the same number of strokes.

**Dormy**—One side is "dormy" when it is as many holes ahead as there remain holes to play.

**Stimy**—Balls on the putting green lying on a line to the hole six or more inches apart.

**Out of Bounds**—All grounds on which play is prohibited.

**Hazard**—Any bunker, water (except casual water,) ditch (unless accepted by local rule), bush, sand, path or road.

**Casual Water**—Any water which interferes with the lie of the ball or stance of the player.

**Bunker**—A depression in the ground where the natural soil is exposed, and sometimes top dressed with softer soil or sand.

**Divot**—Turf torn up when making a shot.

**QUALITIES OF A GOOD CADDIE.**

Efficiency in service.  
Politeness in manner.  
Neatness in appearance.

**SOME THINGS EVERY CADDIE MUST KNOW.**

1. Your most important duty as a caddie is to know where the ball is—every time.

If you lose the ball you may cause your player to lose his game.

A lost ball causes the player to have one stroke added in medal play, and in match play he loses the hole.

Besides this he may lose his place on the course.

**WATCH THE BALL, ALL THE TIME.**

2. If any caddie in your party loses a ball, help him to find it so that there will be no delay.
3. **How to spot the ball.** Watch the ball until it stops, mark the spot by a tuft of grass, a tree, or a building. Walk straight to the spot where you last saw the ball, if you don't find it at once, lay the bag down to mark the spot where it disappeared, then hunt for it.
4. **Never touch a ball or move anything** within a club's length of it without orders from your player.

## THINGS CADDIES SHOULD KNOW

---

5. When a ball goes out-of, or near bounds, notify your player at once. Never wait for him to call to you about it.
6. If your player's ball goes on another green from that he is playing to, it should be removed before playing next stroke.
7. **How to hold the flag.** Stand directly behind the hole with the heels close together, but never nearer than sixteen inches to the hole. When the player has approached near enough to see the hole, take out the flag and step aside. After he has holed out, replace the flag **with great care**, so as not to break the edge of the hole.
8. **Who should remove the flag?** The caddie whose ball is first on the green. Unless you have the flag, do not go on the green except to hand a player a club, then go off as quickly and quietly as possible. When removing or replacing flag, do not touch turf around the hole.
9. Do not take a club out of the bag while anyone is addressing the ball or holing out.
10. Do not move, talk or whisper when a player is making ready to play.
11. Never walk across a player's line of putt.
12. Wait until the players have holed out before walking to the next tee.

13. **Where to stand.** When a player is getting ready to play, or when he is practising a stroke, stand at a position where you can see his face, and at least six feet from him. **Never behind him.**
14. Never hand a player a club, unless you know exactly what he wants. Let him take it out of the bag to be sure.
15. Never swing a player's clubs, they do not like it.
16. In laying the bag down, do it carefully, because the iron clubs nick the wooden clubs.
17. **How to carry the bag.** Put the strap over the shoulder and rest the head of the same side on the heads of the clubs. This prevents clubs knocking together. When on the teeing ground rest bag on ground.
18. Walk beside your player on his right side. Keep up with him.
19. If the player, in making a stroke, cuts the sod, replace it and press down with your foot.
20. When nearing a line of play, from any direction, **look carefully** to see if anyone is driving towards you. Heeding this suggestion may save you from injury.



How to carry the bag



Where to Stand when a Play is Being Made





WHERE TO STAND WHEN HOLDING  
THE FLAG



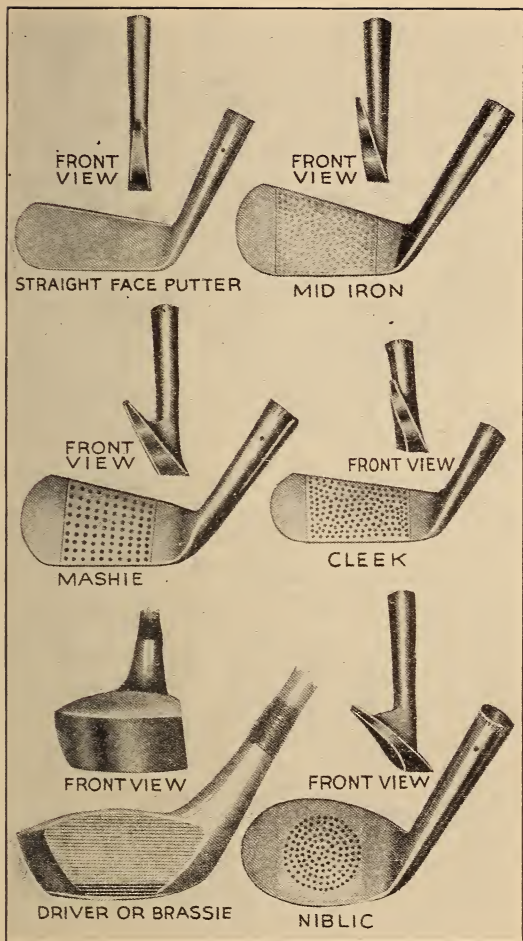
WRONG WAY      RIGHT WAY  
REMOVING OR REPLACING FLAG

## THINGS CADDIES SHOULD KNOW

---

21. The greens are the result of much work and care, walk carefully when on them. If the player drives off the green, or plays any full stroke from it, or misuses it in any way, report the occurrence to the Caddie Superintendent, giving names of other players in match.
22. If you see your player's opponent, or his caddie break any rule, notify your player at once.
23. When you are assigned to a player, it is expected that you stay with him until he is through with your services. If you don't intend to do this, tell him before starting.
24. Once you have handed in your number, do not leave the grounds until given permission.
25. Stay within the grounds or buildings of the Caddie Department until sent out to work, unless given permission to do otherwise.
26. If you cannot locate your player in fifteen minutes after being sent out, report to the one who sent you.
27. Report all found articles to the Caddie Superintendent on penalty of discharge. If you are entitled to articles you find they will be given to you.





Club-heads

## SOME GOLF CLUBS AND THEIR USES.

### **Driver**

The Driver is a wooden club used on the tee when the player is trying for long distance.

### **Brassie**

The Brassie is a wooden club similar in shape to the driver and has a brass plate on the bottom which protects it from small stones, etc., lying on the ground. It has slightly more loft than the Driver, enabling the player to make the ball rise from the ground, and also secure distance.

### **Cleek**

The Cleek is the most powerful iron club. It is used for a distance that would be overplayed with a Brassie, and could not be reached with a Mid-Iron.

### **Mid-Iron**

The Mid-Iron is similar to the Cleek, but with slightly more loft. It is used for a distance that would be overplayed with a Cleek, and could not be reached with a Mashie.

### **Mashie**

The Mashie is a short-bladed lofter with much more loft than a Mid-Iron. It is used for all approach strokes that would be overplayed with a Mid-Iron.

### **Niblick**

The Niblick has the most loft of all the irons. It has a short, deep blade, used for playing out of bunkers, from long grass near putting green, and from all bad lies.

### **Putter**

The Putter has a short handle, has no loft, and is used for holing the ball.

## GOLF RULES.

---

### Ball Out of Bounds

If a ball lie out of bounds, the player shall play his next stroke as nearly as possible at the spot from which the ball which is out of bounds was played. If the ball was played out of bounds from the teeing ground, the player may tee a ball for his next stroke. In every other case the ball shall be dropped. If the player is in doubt as to whether or not the ball went out of bounds, he may play another as indicated above, but if it be discovered that the first ball is not out of bounds, it shall continue to play without penalty.

The player is not entitled to presume that the ball is out of bounds until he has made a search of five minutes.

If the ball is driven out of bounds from fair green, drop another ball as near as possible where previous stroke was played from, counting the stroke.

### Ball in Water Hazard

If a ball lie or be lost in a recognized water hazard, (whether it lie in the water or not) or in casual water in a hazard, the player may drop a ball under penalty of one stroke in Match Play or Stroke Competition, either (1) behind the hazard, keeping the spot at

which the ball crossed the margin of the hazard between himself and the hole, or (2) in the hazard, keeping the spot at which the ball entered the water between himself and the hole.

### **Lost Ball**

If a ball be "lost" except in water, casual water, or out of bounds, the player's side shall lose the hole, unless it is afterwards discovered that the opponents' ball is also lost, when the hole shall be halved.

### **Ball in Long Grass**

If a ball lie in long grass, bushes or the like, only so much of the grass or bushes shall be touched as will enable the player to find his ball.

### **Ball Accidentally Knocked Off Tee.**

If a ball, when in play, fall or be knocked off a tee by a player in addressing it, it may be re-teed without penalty. If the ball be struck when so moving, no penalty shall be incurred.

### **Removal of Flag-stick.**

Either side is entitled to have the flag-stick removed when approaching the hole; if a player's ball strike the flag-stick, which has been so removed by himself or his partner, or either of their caddies, his side shall lose the hole in Match Play, and the loss of two strokes in Stroke Competition.

If the ball rest against the flag-stick which is in the hole, the player shall be entitled to remove the flag-stick, and, if the ball fall into the hole, the player shall be deemed to have holed out at his last stroke.

In Stroke Competition when a ball lying within twenty yards of the hole is played and strikes, or is stopped by the flag-stick or the person standing at the hole, the penalty shall be two strokes. (R. & A.)

**PLAYER ETIQUETTE.**

---

1. Players looking for a lost ball should allow other matches coming up to pass them.  
They should signal to the players following to pass, and having given such a signal they should not continue their play until these players have passed and are out of range.
2. No one should stand close to or directly behind the ball, move or talk, when a player is making a stroke.
3. The player who has the honor should be allowed to play before his opponent tees his ball.
4. No player should play from the tee until the parties in front are out of range, nor play up to the putting green until the parties in front have holed out and moved away.
5. Players who have holed out should not try their putts over again when other players are following them.
6. A player should carefully fill up all holes made by himself in a bunker.
7. A player who has incurred a penalty stroke should intimate the fact to his opponent as soon as possible.

CADDIE ETIQUETTE.

---

1. Politeness is a quality everyone needs, whether caddie or banker, if he would be well liked and successful.
2. Give advice only when asked for it.
3. Help other boys learn good caddying.
4. Trade bags with a weaker boy in your party who has a heavier bag, but never exchange tickets.
5. At the drinking fountains invite others to drink first.
6. Say Mr., Mrs. and Miss in speaking about people or to them.
7. Be polite even though you think you are not treated right. Complaints made will be properly handled by the Superintendent.
8. Self-control is a good thing to cultivate. To use profane language shows mental weakness. To be weak-minded lowers your value as a caddie.
9. "Punctuality is the politeness of kings." Your wages begin from the moment your ticket is stamped. Report to your player at once.
10. Always treat others as you wish to be treated.  
Observing these few hints will increase your value over 100%.



## Tipping

When a man gives you a tip he expects you to give him better service than you give to other players. If one man gives a tip it forces all the others to do the same thing or suffer from poor service. The same thing happens if one tip is smaller than another, the one who tips the least usually gets the poorest service.

As an employe of this Club, you are expected to give your best service to every member. If you cannot do this, then you will have to go somewhere else to work.

To accept a tip places you in such a position that the one who tips you will never again consider you a self-respecting American—and his equal.

The habit of taking tips will put you in the beggar class, you will find yourself looking for and always expecting tips, and you will not want to work for the one who pays you only the fixed wage for your work.

You will want something for nothing.

If you refuse tips everyone will think of you as a legitimate seller of labor, worthy of all respect and worthy of any social position.

**FIRST-AID HINTS THAT EVERY BOY  
SHOULD KNOW.**

---

Accidents may happen at any time. Learn the following, so you can be of help at such times:

**Fainting**

Loosen clothing about neck. Sprinkle cold water on face. Apply smelling salts to nose.

**Sunburn**

Plain vaseline, or carbolized vaseline. Cold Cream.

**Sunstroke**

Face is red, pupils large, skin is hot and dry with no perspiration. Patient sighs. Remove to cool place, loosen clothing or remove much of it. Rub cold water or ice over face, neck, chest and armpits. When consciousness returns, give cold water to drink.

**Heat Exhaustion**

Patient is weak but not usually unconscious. Face pale and covered with sweat. Remove to cool place, have him lie down, loosen clothing, let him sip cold water.

**Open Wounds**

Clean out all dirt, draw parts together with bandage. Keep clean.

### **Cut Arteries**

Tie cord or handkerchief above wound, twist it with a stick until blood stops. Call a doctor. Do not touch with dirty cloth or handkerchief.

### **Sprains**

Apply cloths soaked in very cold water. Change every three minutes for three hours.

### **Bites and Stings**

Ammonia should be applied. Wet salt or wet earth are good. If bitten by a snake or dog, stop the blood from above the wound, if possible, so that poison does not enter the system. Suck out the wound if you have no sores or cuts in your mouth. Burn with strong ammonia. Send for doctor.

### **Nosebleed**

Place roll of paper between upper lip and gum. Apply something cold to back of neck. If bleeding continues, make a plug of cotton or gauze, and shove it into nose until bleeding stops.

### **Earache**

See a doctor, because it may be serious. Hot cloths, a bag of heated salt, or a hot bottle, applied to the ear, will often relieve the pain.

### **Cramp or Stomach-ache**

Apply hot bottle to stomach. A little peppermint in hot water, and ginger tea, are good remedies. If pain continues see a doctor.

### **Chills**

Drink hot milk or hot lemonade and go to bed. Put on plenty of covers. Hot water bottles will help.

### **Burns or Scalds**

For slight burns apply a paste, made with water and baking soda, starch or flour. Carbolyzed vaseline, olive or castor oil and fresh lard are good.

Deep burns require the immediate care of a doctor.

### **Toothache**

Put oil of cloves on cotton, and place in the cavity. Tooth wax is good. See a dentist as soon as possible.

### **Artificial Respiration in Drowning Accident**

After the person has been removed from the water, lay him on the ground face down.

(1) Take hold of him around the waist and lift him off the ground, repeat this until he is relieved of the water he has swallowed (until it stops running out of the mouth.)

(2) Lay him face down upon the ground, kneel by his side, or straddle him, place your

hands across his lowest ribs and press down and forward with your whole weight upon your hands, relax the pressure, and repeat the operation fifteen times per minute, until patient can breathe. Persons have been revived after several hours of this work. **Never give up.**

### Health Hints

Most sickness and lack of physical strength is caused by neglect, or over-indulgence.

Sleep regularly and with windows open.

Eat regularly of good, wholesome food.

Water will do you far more good than soft drinks.

Always chew your food well.

Bathe regularly.

Cold baths in the morning are very healthful.

Take a hot bath at night before going to bed, about once a week, but never in the morning.

Clean your teeth at least once a day; this will save you from the pains of toothache and keep you out of the dentist's chair.

### Training Hints

1. Always warm up slowly, and cool off gradually when finished.

2. Stop practice before you are exhausted.

3. Dress lightly for practice or competition, but put on warm clothing at once when you have finished.

4. Practice regularly, a little each day, if possible.
5. Have regular hours for eating and sleeping.
6. Smoking shortens the wind and weakens the nerves. Very few good athletes smoke, nearly all sissies do.

### Warming-up Program

1. Take a dozen steps rising slightly on the toes at each step.
2. Trot a dozen steps. Repeat, swinging the arms at the sides.
3. Trot thirty steps, lifting the knees well at each step. Repeat, lifting the heels high.
4. Take several deep breaths. Now trot fifty steps at a good swinging pace, then walk fifty.
5. Breathe deeply.

If you do this, no matter what your event is, you will be best fitted for it.

# Suggestions for Organizing the Caddies

THE requirements for membership in this organization are so arranged that in order to become a member of the higher ranks and receive the higher rate per hour for caddying service, the caddie must learn those things that make for caddie efficiency.



# Constitution

---

## ARTICLE I.

### NAME.

The organization will be known as the . . .  
Caddie Association.

## ARTICLE II.

### OBJECT.

The objects of this organization are occupation and fellowship.

## ARTICLE III.

### MOTTO.

Our motto is Efficiency.

## ARTICLE IV.

### MEMBERSHIP.

The membership will be classed as follows:

“B” or Probation class caddie.

“A” class caddie.

“H” or honor class caddie.

SECTION 1. “B” OR PROBATION CLASS CADDIE.—One whose application has been properly filled becomes a probationer. (He must learn at once Sections *a* and *b* of “A” class requirements.)

Wages for “B” class caddie, . . . . . per hour.

## CONSTITUTION

---

SECTION 2. "A" CLASS CADDIE.—To become an "A" class caddie, one must meet the following requirements:

- a. Know the following clubs and their uses:
  1. Driver
  2. Brassie
  3. Cleek
  4. Mid-Iron
  5. Mashie
  6. Niblick
  7. Putter
- b. Prove ability to do the following things correctly:
  1. How to locate the ball.
  2. How to carry the bag.
  3. How and where to stand when holding the flag.
  4. What to do, and what not to do when a stroke is being made.
  5. What side of a player to stand on when he is making a stroke.
- c. Have for one month, a good record for the following:
  1. Service on the course, when caddying.
  2. Conduct while on the grounds, when not caddying. (See Caddie Etiquette.)
  3. Clean habits.

## CONSTITUTION

---

4. Attendance—At least sixteen days, including four Saturdays in the month, from 8:00 A. M. to 4:30 P. M., and willing at any time within this time limit to work, unless prevented by reasons acceptable to the Cabinet.

Wages . . . . . per hour.

---

The requirements learned so far will enable a caddie to give very good service, but there is still a higher step for the caddie who is ambitious to go higher.

To become an "Honor Class" caddie he must do more than learn the requirements of good caddying, he must learn the things that make him more efficient as an employe of the Club. He learns how to interpret rules and how to help others when they are sick or injured.

An Honor Class caddie receives . . . . per hour, but also receives the first job to come in after he reports for work, no matter what time of day he comes, and he is also given the preference in special work.

### SECTION 3. "H" OR HONOR CLASS CADDIE.

1. To become an "Honor Class Caddie," one must have been an "A" class caddie for one month with a record of 90% for work on the course, and as good a record for conduct, while on the grounds when not working.

## CONSTITUTION

---

2. Bring in two new caddies, over twelve years of age, whom he has taught sections *a* and *b* of the "A" class requirements.

(To receive credit for new caddies, they must be on hand to work at least four days in two weeks following enrollment, including two Saturdays, or two days when tournaments are held.)

3. Know the rules covering the following cases:

1. Ball out of bounds.
2. Ball in water hazard.
3. Lost ball.
4. Ball in long grass.
5. Ball accidentally knocked off the tee.

4. Know what to do in the following emergencies:

Fainting, Sunburn, Sunstroke, Heat Exhaustion, Open Wounds, Bites and Stings, Sprains, Nosebleed, Stomach-ache, Cut Arteries and Chills.

5. Have a good record for one month for participation in athletics or gymnastic work.

6. Draw a rough map of the course putting in distances.

## ARTICLE VI.

### OFFICERS AND THEIR DUTIES.

SECTION 1. President—The President shall be the Superintendent of Caddies. He shall preside at the business meetings of the Associa-

## CONSTITUTION

---

tion, the Cabinet meetings, and attend to the other business usually attendant to such an office.

SECTION 2. Secretary—The Secretary shall be elected from the membership. His duties will be those of keeping records of meetings and other clerical work of the Association, excepting that coming within the department of the Treasurer.

SECTION 3. Treasurer—The Treasurer shall be elected from the membership. He shall handle all money of the Association.

### ARTICLE VII.

#### CABINET.

SECTION 1. The Cabinet shall consist of five members, including the President, who will be an ex-officio member thereof.

SECTION 2. The Cabinet will have full power to act in all matters not covered in the Constitution.

SECTION 3. The Cabinet will consider any questions arising from applications or discharges.

SECTION 4. The Cabinet will consider complaints made by one member concerning another or concerning a player.

SECTION 5. The Cabinet shall appoint from the membership committee as follows:

Athletic Committee.

House Committee.

Social Committee.

## CONSTITUTION

---

SECTION 7. Subject to the approval of the Cabinet, these committees shall have charge and make rules governing the work in their respective departments.

### ARTICLE VIII.

. . . members will be considered a quorum.

### ARTICLE IX.

#### COLORS.

The colors of the Association will be . . .

### ARTICLE X.

Elections of officers will take place the first Saturday in June of each year, the hour to be posted.

# WEEKLY SCHEDULE

## Weekly Schedule

Stay off grounds until 7:00 A. M.

Badges pulled Sunday 8:30 other days 9:00.

MONDAY	Use of course at hours most con- venient to each particular club	
TUESDAY	“	9:30 Athletics
WEDNESDAY	“	8:30 Cabinet Meeting 9:30 Caddie Associa- tion Business Meeting
THURSDAY	“	9:30 Athletics
FRIDAY	“ 8:00 to 9:00 “A” Class Exam.	9:30 to 11:30 “H” Class Examination
SATURDAY	8:30 Checks Cashed Caddies not here to receive pay at this time can- not receive it until the next Saturday. No checks cashed at Club house.	All checks must be in two weeks from date. Caddies must not ask for cash. Be sure that the player signs your ticket.

## CADDIE RECORD

---

NAME.....

NUMBER.....

Became "B" Class Caddie.....

"A" Class Requirements passed:

Section A.....

Section B. No. 1...2...3...4...5...

Section C. No. 1...2...3...4.....

Caddie Supt.....

Sign here.

"H" Class Requirements passed:

Section 1.....

Section 2. Name of New Caddies:

1.....

2.....

Section 3.....

Section 4.....

Section 5..... Section 6.....

Caddie Supt.....

Sign here.









LIBRARY OF CONGRESS



0 020 565 605 4